Student Data Protection Notice

As a student at Celtic English Academy (companies house registered name: Cardiff Language School Ltd.), some of your personal data will be stored and processed by the Academy.

This page explains how your information is used. The Information Commissioner's Office also provides useful guidance on data protection.

Our EU GDPR Representative is Gallery Teachers:

United Kingdom Representative Office	**Italy Office**	**Spain Office**
Attention: Data Protection Officer Telephone: +44 (0)203 880 8999 Gallery Teachers 103 - 105 Greenford Road, London, HA1 3QF United Kingdom	Attention: Data Protection Officer Telephone: +39 064 520 0328 Gallery Teachers Via costa smeralda, 33 07021 - Arzachena-SS Italy	Gallery Teachers Av. Arquitecto Gómez Cuesta, 16, piso 9-3, 38650 Arona, Santa Cruz de Tenerife Spain

Purposes

The Academy collects your data, including your photograph, during your application and enrolment in order to:

- organise your studies
- give access to and ensure the security of academy buildings
- provide student support services (libraries, advice, IT facilities)
- carry out legal duties, providing information to others (see disclosures section)
- provide other activities within the Academy business

The Academy has a code of practice on the use of photographs for identity. This code sets out when and how you can expect your student card to be used to check your identity.

Disclosures

The Academy will share your relevant personal data with the following bodies:

Disclosure to	**Details**
Sponsors (including embassies and supervisors) where a contract exists	In accordance with the terms of the contract (which usually relates to attendance and progress reports). This includes anyone who is paying money towards your studies where there is no formal contract i.e. parents. Unless you are under 18 years of age.
Accommodation providers (Homestay and Student Residence)	Where this is necessary to allow communication with your homestay host or residence accommodation (name, age, gender, nationality, contact details).

Disclosure to	Details
Travel and medical insurance company	If you would like us to arrange travel and medical insurance for you, we will need to share some of your details with the insurance company (name, date of birth, gender, nationality, contact details).
Transfer providers	Where this is necessary to arrange an airport transfer or any other type of transfer (name, age, gender, nationality, contact details)
Work placement sites or educational partners involved in joint course provision	Where this is necessary for your programme.
Potential employers or providers of education whom you have approached	To confirm your qualifications.
UK agencies with duties relating to the prevention and detection of crime, collection of a tax or duty or safeguarding national security	To allow the assessing and collecting/paying of Council Tax, Benefits or Tax. To aid the police, UK Visas and Immigration Agency or the Foreign Commonwealth & Development Office. This happens as necessary in consideration with your rights and freedoms.

Any other disclosures that the Academy makes will be in accordance with the Data Protection Act and your interests will always be considered. Under no circumstances, will your data be shared or discussed with anyone without your written consent.

Your rights

You have a right to a copy, or to object to the processing of, your personal data held by the Academy. Any requests or objections should be made in writing to us through a Subject Access Request form and there will be a £10 standard fee.

Your responsibilities

You have a responsibility to keep your personal details up-to-date via email to info@celticenglish.co.uk

During the course of your studies you may have access to personal information about others. You are expected to treat this in a responsible and professional manner and are legally required to do this under the Data Protection Act, as well as any professional ethics or codes of conduct.

If you are made aware of personal information in confidence including regarding someone's mental or physical health then you are expected not to tell anyone without the individual's consent, unless there are exceptional circumstances.

You should also not seek to gain others' personal data if you are not entitled. Disciplinary action will be considered for any Academy member who breaches the Data Protection Act or a duty of confidence.

Contact us

If after reading this page you still have queries then please send an email to us at info@celticenglish.co.uk